



Dear Applicant,

Thank you for your interest in the position of **Police Captain** with the City of Leon Valley. To ensure the proper processing of your application, the following should be submitted with your completed application:

1. Completed "Notice of Job Requirements";
2. Completed "Information Release Authorization to Obtain Criminal Records";
3. Completed "Authorization to Release Information (Private Person or Organization) to the City of Leon Valley";
4. Completed "Written Authorization to Obtain Consumer Reports for Employment Purposes";
5. Completed Driver Background Information;
6. Your résumé.
- 7.

Thank you for your interest in employment with the City of Leon Valley.

Sincerely,

Crystal Caldera
Human Resources Director
6400 El Verde Rd
Leon Valley, Texas 78238-2399
210.684.1391 ext 212 phone
210.684.1515 fax
c.caldera@leonvalleytexas.gov



JOB ANNOUNCEMENT

Police Captain

Under general supervision of the Chief of Police, provides complex and highly responsible administrative support to the Police Department; assists in planning, organizing, directing and supervising the activity of the Police Department; commands the Police Department in the absence of the Chief of Police; completes weekly police activity logs, City Manager Reports, and Mayor and Council Correspondence; assists with payroll, budget creation, and conducts audits of the equipment and activity of all assigned to the Police Department; and does related police work as required.

REQUIREMENTS:

- Minimum of Associates Degree or 60+ hours of College is required to apply.
- Minimum of an Master Peace Officer certification is required to apply.
- Minimum ten years progressively responsible experience, some of which is service as a Lieutenant or high rank, in law enforcement or related field required
- Must be able to pass physical fitness, background investigation, psychological evaluation, reading comprehension exam physical exam and drug screening.

PREFERRED QUALIFICATION:

- Extra consideration will be given to applicants who have:
 - Five or more years of police supervisory experience.
 - Instructed law enforcement courses and that have an instructor license issued by the Texas Commissioned on Law Enforcement
 - Applicants who have instructed law enforcement firearm courses and that have a firearms instructor license issued by the Texas Commissioned on Law Enforcement
 - Completion of supervisory level incident management training courses as proscribed by NIMS
 - Applicants who have directed or commanded emergency response scenes, to include barricaded subjects, hostage situations, and active shooter scenes
 - Five years of experience leading a proactive tactical unit such as Special Weapons and Tactics, Gang Unit, or a street crime unit.

SALARY:

- Estimated \$71,000/ year.
- Non-Exempt Position
- Plus Certification pay
 - Master \$3,250/year
 - Advance \$2,340/year
 - Intermediate \$1300/year
 - Basic \$650/year
- \$700/yr. uniform allowance
- 100% Employee Coverage for Health, Dental and Life Insurances
- Participation in the Texas Municipal Retirement System (TMRS) 6% and 2:1 match.

CLOSING: All applications or resumes must be submitted to the Human Resources Office no later than 5:00 p.m. on December 7, 2016. Employment applications can be located at www.leonvalleytexas.gov or City Hall located at 640 El Verde Road, Leon Valley Texas, 78238. AA/EOE/ADA



APPLICATION FOR EMPLOYMENT

(PLEASE TYPE OR PRINT CLEARLY)

PERSONAL

Date _____

Name _____

Social Security No. _____

Present address _____

Telephone No. (H): _____ (W): _____ (Mobile): _____

Are you legally eligible for employment in the U.S.A.? Yes ____ No ____ (Proof of citizenship or immigration status will be required upon employment.)

Are you of the legal age to work? _____

Position(s) applied for: **Police Captain** Email Address: _____

Were you previously employed by us? _____ If yes, when? _____

Is any additional information relative to your use of another name necessary to enable a check on your work record? If yes, please explain. _____

If your application is considered favorably, on what date will you be available for work? _____, 2016.

Are there any other experiences, skills, training or qualifications which will be of special benefit in the job for which you are applying? _____

RECORD OF EDUCATION

SCHOOL	NAME AND ADDRESS OF SCHOOL	COURSE OF STUDY	CHECK LAST YEAR COMPLETED				DID YOU GRADUATE ?	LIST DIPLOMA OR DEGREE
HIGH			1	2	3	4	<input type="checkbox"/> YES <input type="checkbox"/> NO	
COLLEGE							<input type="checkbox"/> YES <input type="checkbox"/> NO	Credit Hrs Completed: Degree Obtained:
OTHER							<input type="checkbox"/> YES <input type="checkbox"/> NO	

LIST BELOW **ALL** PRESENT AND PAST EMPLOYMENT, BEGINNING WITH YOUR MOST RECENT. **For additional employer listings, please use separate sheet of paper.**

NAME AND FULL ADDRESS OF COMPANY AND TYPE OF BUSINESS	FROM		TO		WEEKLY STARTING SALARY	WEEKLY LAST SALARY	REASON FOR LEAVING	NAME OF SUPERVISOR
	MO	YR	MO	YR				
	Job Title: Work Description:							
TELEPHONE:								

NAME AND FULL ADDRESS OF COMPANY AND TYPE OF BUSINESS	FROM		TO		WEEKLY STARTING SALARY	WEEKLY LAST SALARY	REASON FOR LEAVING	NAME OF SUPERVISOR
	MO	YR	MO	YR				
	Job Title: Work Description:							
TELEPHONE:								

NAME AND FULL ADDRESS OF COMPANY AND TYPE OF BUSINESS	FROM		TO		WEEKLY STARTING SALARY	WEEKLY LAST SALARY	REASON FOR LEAVING	NAME OF SUPERVISOR
	MO	YR	MO	YR				
	Job Title: Work Description:							
TELEPHONE:								

NAME AND FULL ADDRESS OF COMPANY AND TYPE OF BUSINESS	FROM		TO		WEEKLY STARTING SALARY	WEEKLY LAST SALARY	REASON FOR LEAVING	NAME OF SUPERVISOR
	MO	YR	MO	YR				
	Job Title: Work Description:							
TELEPHONE:								

I hereby give permission to contact the employers listed above about my prior work experience. _____

Signature

If there is a particular employer(s), you do not wish us to contact, please indicate which one(s). _____

Have you ever been discharged or forced to resign for misconduct or unsatisfactory performance from any job? ____ Yes

No ____ If yes, give the name of the employer in each instance and the reason(s). _____

PERSONAL REFERENCES (NO FORMER EMPLOYERS, SUPERVISORS, OR RELATIVES)

(These individuals should have known you for several years)

NAME & OCCUPATION	FULL MAILING ADDRESS	PHONE NUMBER
		H/Cell: W:
		H/Cell: W:
		H/Cell: W:

PLEASE READ AND SIGN BELOW

The facts set forth in my application (and accompanying resume, if any) for employment are true and complete. I understand that if employed, any false statement on this application may result in my disqualification or discharge when discovered. I further understand that this application or anything conveyed during an interview is not and is not intended to be a contract of employment, nor does this application obligate the City of Leon Valley in any way if the City decides to employ me. I understand and agree that my employment is at-will and can be terminated by either party with or without notice, at any time, for any reason or no reason. No one other than the City Manager has authority to enter into an agreement for employment for any specified period of time or to make an agreement contrary to the foregoing, and then only in writing by the City Manager.

In making this application for employment I authorize the City of Leon Valley or its designated individuals to make an investigative report whereby information is obtained through personal interviews with my neighbors, friends, or others with whom I am acquainted. This inquiry, if made, may include information as to my character, general reputation, personal characteristics and mode of living. I understand that I have the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of any such investigative report that is made.

In consideration of my being considered for employment and/or being employed I hereby agree to and submit to physical examinations and tests as may be required by the City, and I do hereby (1) grant release and assign unto the City, all right, title and interest that I may subsequently acquire in all records and reports arising out of or in connection with said examinations and tests and (2) waive all rights to be advised on the content of said records and reports or to receive copies thereof, without the prior written consent of the City.

I also authorize the City of Leon Valley to furnish to any future employer or prospective employer any and all information they may request concerning my application for employment or employment with the City of Leon Valley. I hereby direct the City of Leon Valley to release such information upon request from a bearer of an authorization to release information. This release is executed with the full knowledge and understanding that this information is for the official use of the City of Leon Valley.

I also understand that this application for employment will be kept on file for a period of 6 months from the date of my application. I also understand that if I want to be considered for future employment at the end of this period of time that I will have to file a new application.

I hereby release the City of Leon Valley, as custodian of such records from any and all liability for damages of whatever kind which may at any time result to me, my heirs, family, or associates because of compliance with a valid authorization and request for information or any other attempt to comply with it.

Authorizing Signature

Printed Name

Date



NOTICE OF JOB REQUIREMENTS

The City of Leon Valley requires that each applicant be informed of what is expected of employees in each position with the City. Attached to this notice is a job description for the position of **"Police Captain"** with the City of Leon Valley, for which you are applying.

The City of Leon Valley is concerned with the safety, health, and well-being of all its employees. The use or misuse of alcohol, drugs, narcotics, and/or controlled substances is inconsistent with this concern and, therefore, the City requires applicants to undergo pre-employment drug screening for drugs and illegal substances. A positive test result will cause rejection of the application, unless there are extenuating circumstances, e.g., medication causing the positive result if the medication is legally prescribed by a physician as part of an approved treatment.

The City of Leon Valley is an at-will employer and does not waive the right, at any time, including in the event the applicant is employed, to discharge the employee at any time, for any reason, with or without notice, and with or without cause.

I have read the attached job description and understand the City of Leon Valley's policies regarding drug testing and employment-at-will.

Signature

Date



CITY OF LEON VALLEY JOB DESCRIPTION

JOB TITLE: Police Captain

DEPARTMENT: Police Department

FLSA STATUS: Exempt

EFFECTIVE DATE: January 3, 2017

JOB SUMMARY:

Under general supervision of the Chief of Police, provides complex and highly responsible administrative support to the Police Department; assists in planning, organizing, directing and supervising the activity of the Police Department; commands the Police Department in the absence of the Chief of Police; completes weekly police activity logs, City Manager Reports, and Mayor and Council Correspondence; assists with payroll, budget creation, and conducts audits of the equipment and activity of all assigned to the Police Department; and does related police work as required.

ESSENTIAL JOB FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

Responsible for the coordination, supervision and evaluation of all assigned to the Police Department Patrol and Investigative Divisions;

Directly supervises and leads the Patrol Lieutenant and the Investigative Sergeant assigned to the department;

Develop, recommend, and enforce City and Departmental policies and procedures in concert with all applicable laws, ordinances and policies/procedures;

Prepare and submit periodic reports, at the direction of the Chief of Police and City Manager, regarding the Department's needs, activities, and special projects using word processing, spreadsheet, and department software programs;

Conduct work place and equipment inspections to evaluate the safety of the working environment and ensure that corrective action is taken;

Assist in department inspection of personnel and equipment to ensure departmental operations' safety and effectiveness;

Oversees the Field Training Officer (FTO) program to ensure new hires are adequately trained in all aspects of their jobs, to include the proper and safe use of equipment;

Oversees all training courses required by the Texas Commission on Law Enforcement (TCOLE); Ensures entry of all training into the TCOLE website (TCCLDS); develops tracking mechanism to ensure all training is conducted as required;

Directs the development and maintenance of systems, records, and legal documents that provide for the proper evaluation, control, and documentation of department operations and equipment;

Must be able to assist in the following: interrogating suspects, witnesses and drivers, preserve evidence; arrest violators; investigate and render assistance at scene of vehicular accidents; summon ambulances and other law enforcement vehicles; conduct initial investigations of crimes committed during assigned shift; seek out and questions victim, witnesses and suspects; develop leads and tips; search crimes for clues; analyze and evaluate evidence and arrest offenders; and testify in court proceedings;

Carries out duties in compliance with and enforces appropriate City ordinances, State and Federal laws, and all written directives;

Recognize the need for supervisory intervention and seek it when needed; keep the Chief of Police and City Manager (as directed) informed of relevant activity within the department;

Contacts and coordinates information and follow-ups with other agencies and law enforcement jurisdictions including but not limited to the all local law enforcement agencies, military, NCIC, FBI, DEA, ATF, and other criminal history or intelligence resources;

Make ethical decisions that conform to applicable laws, departmental policy, regulations, etc. without supervision when appropriate;

Work well with the public and coworkers daily, communicating effectively, maintaining alertness, composure, helpful attitude and professionalism in all circumstances, including stress, verbal abuse, criticism, and/or other adverse conditions;

Maintains contact with general public, court officials, and all City employees in the performance of police activities or assignments;

Conducts performance evaluations of the Patrol Lieutenant and Investigative Sergeant; reviews and signs off on completed performance evaluations for all assigned to the police department;

May counsel and discipline personnel, addressing grievances, disciplinary actions and appeals and conduct issues of assigned personnel according to City policies and Texas law;

Make recommendations on recruitment, hiring, promotions, transfers, and terminations;

Assist with development, presentation and administration of the annual department budget; coordinate and direct expenditures, material acquisition and maintenance;

Communicate effectively and professionally with the supervisors, employees, the public, the media, and officials from other local, state and federal agencies.

Effectively address complaints and inquiries from public and city officials regarding ordinances and status of City Council communications;

Assists with Community Crime Prevention Program;

Provide police service and assistance responding to major incidents and assume incident command when and where warranted;

Follow a chain of command and instructions, receptive to supervision;

Immediately comprehend and execute orders from a supervisor in emergency situations; Assumes Incident Command of Police related incidents when appropriate; and manages police related scenes in accordance with NIMS protocols;

Adapt toward procedures, programs, regular and special assignments;

Begin and seek out work without supervision;

Demonstrate competent weapons' proficiency with department authorized firearms;

Display proficiency in officer survival and safety tactics;

Operate, use and maintain assigned vehicles and equipment safely and properly, drive safely under adverse conditions (e.g. , rain, snow, sleet, ice, dark etc.); safely engage in high speed driving while pursuing suspects or responding to calls; operate motor vehicle safely for extended periods of time; and safely work in congested traffic areas in and out of police vehicle;

Set up roadblocks appropriately using traffic barriers other than cars, e.g., cones, sawhorses, signs, etc.;

Physically intervene to restrain individuals for the safety of the officer, others and the individual;

Appropriately use physical restraint techniques, apply handcuffs, forcefully grab subjects by the arm to lead them away, and / or physically hold unwilling or aggressive subjects until help arrives;

Ensure officers assigned to the department are trained to use appropriate tactical entry, crime scene searches, building clearing, individual and team tactics;

Must use protective equipment such as, bullet proof vest, traffic vest, handcuffs, gloves, and boots; appropriately by city and departmental policies;

Direct or control traffic with a flashlight or hand signals for more than one hour at a time;

Acceptably perform duties acceptably after long hours (more than 24) without sleep during emergency situations;

Attend all courts, meetings, and other functions as scheduled and requested;

Work in all weather conditions, inside and outside, in light and/or dark;

Work any day of the week, any hour of the day, extra assignments and be able to respond to situations while on and off duty as directed;

Communicate effectively via police radio, telephone, and in person, with citizens, coworkers, supervisors, and instructors, including persons of diverse backgrounds, without bias or prejudice;

Maintain an acceptable physical fitness level, including specific vision abilities required by this job including close vision, distance vision, and the ability to adjust focus, also including hearing abilities to sufficiently and clearly communicate verbally to work safely with others in noisy situations;

Maintain the appropriate uniform;

Search files, assemble information, file and retrieve from file cabinets;

Present written and oral reports;

Ensure that department's operations are performed in concert with all applicable laws, ordinances and policies/procedures of the City and department;

Fluently read, write and converse in English;

Must not pose a threat to the health and safety of self or others;

Maintain systems to ensure all vehicles assigned to the department are properly maintained;

Assist in setting up training equipment and training department members on various police related techniques (as required);

Ability to think clearly and act effectively in emergency situations, making sound and logical decisions quickly;

Good prioritizing and problem solving abilities;

Must be able to communicate effectively and courteously with all city employees, and the public;

Ability to practice sound safety and work habits;

Physical agility and good cognitive abilities are required for successful performance of Essential Functions;

Must not have any history of criminal or improper conduct which may affect suitability for law enforcement work;

Must not have been convicted, placed on deferred adjudication or probation or under indictment for any felony under the laws of Texas, another state or the United States;

Must not have been convicted in the past five years of a misdemeanor offense of the grade of Class A or Class B, or its equivalent for which the punishment could include jail time;

Must not be on probation, community supervision, deferred adjudication or any type of court ordered supervision for any criminal offense;

Must not have engaged in the manufacture or sale of any controlled substance or dangerous drugs, or ever used illegal drugs or substances other than experimentation with marijuana;

Must not have used or consumed intoxicating beverages in an excessive manner and/or have been convicted or placed on probation for DWI or DUID in the past five (5) years;

All other arrests and convictions are evaluated on an individual basis based on the nature and gravity of the offense, time passed since the conviction and/or completion of sentence; and

Any and all prior military service is required to have resulted in at least an under honorable conditions discharge.

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE USED:

Effectively and appropriately use vehicles, vest, traffic vest, handgun, OC (pepper) spray, handcuffs, radio,

flashlight, gloves, laptop, dash radar, handheld radar, baton, catch-pole, Mobile Data Terminal, Microsoft Office Suite.

ENVIRONMENTAL FACTORS:

Must be able to work indoors and outdoors in variable temperatures and weather conditions including heat, cold, temperature swings and inclement weather. Must be able to drive safely under adverse conditions (e.g. rain, snow, sleet, ice, dark etc.). Will come in contact with some exposure to dust, chemicals, fumes and loud noises must use proper safety precautions.

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
-Health and Safety Factors-				
Mechanical Hazards			R	
Chemical Hazards			F	
Electrical Hazards			R	
Fire Hazards			O	
Explosives			O	
Communicable Diseases			F	
Physical Danger or Abuse			F	
Inclement Weather			F	

D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
-Environmental Factors-				
Respiratory Hazards				M
Extreme Temperatures				D
Noise and Vibration				M
Wetness/Humidity				M
Physical Hazards				D

OVERALL PHYSICAL STRENGTH DEMANDS:

Must be able to pass the department physical fitness exam before employment is offered. Must be able to load and unload police equipment from a vehicle, including lifting objects weighing 50 pounds; raise a pistol, rifle, or shotgun to aim at a subject for an extended period of time (more than ten minutes) without firing. Must be able to carry or drag at least 150 pounds of an injured or other persons and assist ambulance/EMS attendants in carrying victims under adverse conditions, up/down stairs, over rough terrain, or out of creeks, etc.. Must be able to walk for short and long distances (more than 1/4 mile). Must be able to run and chase suspects for extended distances (more than 100 yards) over adverse terrain (e.g., rugged fields, alley ways, fences), crawl through windows, climb ladders, walk on rooftops to search for criminal entry, evidence, or suspects; and run up and down a flight of stairs/steps to assist other officers or apprehend subjects.

-Physical strength for this position is indicated below with "X"-				
Sedentary	Light	Medium X	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

Must be able to stand on hard surfaces for long periods of time (more than one hour) performing guard/security duties; Walks long distances on uneven terrain and hard surfaces.

C Constantly 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	Foot patrolling

Sitting	C	In Patrol Vehicles for extended periods
Walking	C	Around public grounds and crime scenes
Lifting	F	equipment, injured persons
Carrying	F	equipment, injured persons
Pushing/Pulling	F	equipment, injured persons
Reaching	O	for supplies
Fine Dexterity	O	Computer Keyboard
Kneeling	O	retrieving items from lower shelves/ground
Crouching	O	retrieving items from lower shelves/ground
Crawling	O	inside attics/ditches, in search for suspects
Bending	O	retrieving items from lower shelves/ground
Twisting	F	getting inside vehicle
Climbing	F	Stairs
Balancing	O	computer screen, driving, observing work site, reading
Vision	C	Driving, observing scene, reading
Hearing	C	Communicating with co-workers and public and on telephone
Talking	F	Communicating with co-workers and public and on telephone
Foot Controls	F	vehicles
Other (specified if applicable)		

JOB REQUIRMENTS:

-Description of Minimum Job Requirements-	
Formal Education	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through a minimum of four years of college resulting in a Bachelor's degree or 10 years of equivalent supervisory years of experience.
Experience	Over ten years as a police officer, including five years as a police supervisor of which some amount includes service as a Lieutenant or higher in the department assigned.
Supervision	Work requires supervising and monitoring performance for supervisors of department members who manage department operations, provides input on hiring/disciplinary actions and creates work objectives/effectiveness, performance evaluations, and realigning work within the department as needed. A second line supervisor typically performs these functions.
Human Collaboration Skills	Interactions and communications may result in recommendations regarding policy development and implementation. Required to evaluate customer satisfaction, develop cooperative associations, and utilize resources to continuously improve customer experience while ensuring police operations remain focused on serving the citizens of the community.
Freedom to Act	Receives Limited Direction: The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.
Technical Skills	Advanced Skills and Knowledge: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.
Fiscal Responsibility	Position has major fiscal responsibility. Is responsible for department-wide financial decisions. Assures that appropriate linkages exist between budget requests and departmental goals and objectives. Monitors budget plan, and

	adjusts as necessary.
Reading	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the undergraduate or higher college level. However, it may be obtained from experience and self-study.
Physical Fitness	Must be able to pass the department physical examination and maintain physical fitness standards as proscribed by department directives.
Weapons Qualification	Must exhibit capability to score a minimum of an 80 on the Texas Commission on Law Enforcement handgun qualification exam
Math	Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained at the undergraduate or higher college level. However, it may be obtained from experience and self-study.
Writing	Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Valid Texas Motor vehicle license and the ability to remain eligible to drive under the City's driver evaluation program; Licensed Master Peace Officer from Texas Commission on Law Enforcement Officer Standards and Education. All required licenses and certifications must be current and valid.

PREFERRED JOB CAPABILITIES:

-Description of Preferred Job Capabilities-	
Supervisory Experience	The department will give additional consideration for personnel with five or more years of police supervisory experience.
Instructor	Extra consideration will be given to applicants who have instructed law enforcement courses and that have an instructor license issued by the Texas Commissioned on Law Enforcement
Firearms Instructor	Applicants who have instructed law enforcement firearm courses and that have a firearms instructor license issued by the Texas Commissioned on Law Enforcement will be given extra consideration
NIMS Courses	Completion of supervisory level incident management training courses as proscribed by NIMS will give the applicant additional consideration
Emergency Management	Applicants who have directed or commanded emergency response scenes, to include barricaded subjects, hostage situations, and active shooter scenes will be given additional consideration when scoring
Tactical Experience	Extra consideration will be given to applicants who have a minimum of five years of experience leading a proactive tactical unit such as Special Weapons and Tactics, Gang Unit, or a street crime unit.

PRIMARY WORK LOCATION

Office Environment		Vehicle	
Warehouse		Outdoors	
Shop		Other (See Environmental Factors)	X
Recreation/Neighborhood Center			



**AUTHORIZATION TO RELEASE INFORMATION
(PRIVATE PERSON OR ORGANIZATION)
TO THE CITY OF LEON VALLEY**

TO WHOM IT MAY CONCERN:

I, _____, an applicant for employment with the City of Leon Valley, hereby authorize you to furnish the City of Leon Valley with any and all information they may request concerning my employment; educational records, including but not limited to academic, achievement, attendance, athletic, personal history, and disciplinary records; juvenile, police, Department of Public Safety driving and court records; military records, for determination of my potential for employment and for eligibility for certain security clearances. I hereby direct you to release such information upon request of the bearer. This release is executed with full knowledge and understanding that the information is for the official use of the City of Leon Valley. I also understand that neither the City nor its agent shall be violating my right to privacy in any manner and I hereby release them from all liability whatsoever for actions related to this investigation.

I hereby release you, as custodian of such records, any school, college, university, or other educational institution; hospital or other repository of medical records; credit bureau; lending institution; consumer reporting agency; or retail business establishment including its officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind which may at any time result to me, my heirs, family, or associates because of compliance with this authorization and request for information or any other attempt to comply with it.

Authorizing Signature

Printed Name

Date



City of Leon Valley Texas Police Department

AUTHORITY TO RELEASE INFORMATION

TO WHOM IT MAY CONCERN:

I hereby authorize the **City of Leon Valley Police Department** and its authorized representatives bearing this release, or a copy thereof, within one year of its date, to obtain any information in your files pertaining to my employment, military, credit, education or medical records, including not limited to academic, achievement, attendance, athletic, personal history, and disciplinary records, medical records, and credit records.

I hereby direct you to release such information upon request of the bearer. This release is executed with full knowledge and understanding that the information is for official use. Consent is granted to all parties to furnish such information, as described above, to third parties in the course of fulfilling its official responsibilities. I hereby release you, as custodian of such records, and any school, college, university, or other educational institution, hospital, or other repository of medical records, credit bureau, lending institution, consumer reporting agency, or retail business establishment including its officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information, or attempt to comply with it.

I am furnishing my Social Security Account Number on a voluntary basis with the understanding such is not required by any law or regulation. I have been advised that all parties will utilize this number only to facilitate the location of employment, military, credit, and educational records concerning me in connection with this application. Should there be any question as to the validity of this release, you may contact me as indicated below:

Applicant's Printed Full Name: _____

Address: _____

Telephone Number: _____

Applicant's Notarized Signature: _____

Sworn to and signed before me, on this the _____ day of _____,
in and for _____ county, in the state of _____.

Signature of Notary Public: _____

Printed Name of Notary Public: _____

My Commission Expires: _____

To Applicant: **READ THIS INTRODUCTION CAREFULLY BEFORE ANSWERING ANY QUESTIONS.**

The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, creed, religion, sex, national origin or disability. Federal law also prohibits other types of discrimination such as age and citizenship. The laws of most States also prohibit some or all of the above types of discrimination as well as some additional types such as discrimination based upon ancestry, marital status or physical or mental handicap or disability. The Fair Credit Reporting Act imposes restrictions with respect to credit data.

1. How long have you lived at present address? _____
2. Previous address _____

3. How long did you live there? _____
4. Are you over the age of eighteen? Yes _____ No _____
If no, hire is subject to verification that you are of minimum legal age.
5. Have you been bonded? _____ If yes, on what jobs? _____
6. Have you ever been convicted of a crime, **including** misdemeanors and summary offenses, in the past ten years which has not been annulled or expunged or sealed by a court? _____
If yes, describe in full: _____

7. List any friends or relatives working for us, other than spouse. How do you know them and for how long?
 - a. _____
 - b. _____
 - c. _____
8. Will you work overtime if scheduled or requested? _____
9. Will you work weekends if scheduled or requested? _____
10. Will you be able to get to work on time each day and when called in? _____
11. How did you hear about this job opening? _____

INFORMATION RELEASE AUTHORIZATION

Criminal Background Check

Applicant's Name (Print): _____

Date of Birth: _____

Race: _____

Social Security Number: _____

I, _____, do hereby authorize any law enforcement agency to furnish the City of Leon Valley or its agent information related to my criminal history. I hereby release the City of Leon Valley and all of its agents and employees, the law enforcement agency and all employees of law enforcement agencies furnishing information, from all liability, resulting from the furnishing of this information to the City of Leon Valley. I certify that the statements made by me on this form and on all pages of the City of Leon Valley Employment Application are true, complete and correct to the best of my knowledge and belief and are made in good faith. I understand that any false statements made herein will void my consideration for employment/continued employment, and could result in disciplinary action including termination.

Signed _____

Date _____



**WRITTEN AUTHORIZATION TO OBTAIN CONSUMER
REPORTS FOR EMPLOYMENT PURPOSES**

TO: The City of Leon Valley

FROM: _____
Printed Name of Applicant for Employment

DATE: _____

I, the undersigned, have received from the City of Leon Valley a disclosure to individuals applying for employment with the City of Leon Valley, Texas. I have read the disclosure and I understand its contents. After reading the disclosure, I give my authorization to the City of Leon Valley to obtain consumer reports for employment purposes. I understand that if I become an employee of the City of Leon Valley, this authorization will continue in effect to authorize the City of Leon Valley to periodically obtain reports for employment purposes for the purpose of evaluating me for promotion, reassignment, or retention as an employee.

Signature of Applicant

.....
**DISCLOSURE TO INDIVIDUALS APPLYING FOR
EMPLOYMENT WITH THE CITY OF LEON VALLEY, TEXAS**

The City of Leon Valley hereby discloses to you that in connection with your application for employment, upon receipt of your written authorization to do so, it may obtain one or more consumer reports for employment purposes.

If the City of Leon Valley employs you, it may periodically obtain consumer reports for employment purposes, for the purpose of evaluating you for promotion, reassignment, or retention as an employee.

In each case, if information in the report influences the City's decision to deny hiring or promotion, it will provide you with appropriate action disclosures in accordance with Section 604(b)(2)(A) of the Fair Credit Reporting Act complete as of January 7, 2002.

DRIVER'S EMPLOYMENT BACKGROUND

NAME: _____
LAST, FIRST MI

SSN: _____ DATE OF BIRTH: _____

PRESENT ADDRESS: _____

PREVIOUS ADDRESSES FOR THE LAST THREE (3) YEARS: _____

CURRENT DRIVER'S LICENSES

STATE	LICENSE NO.	TYPE	EXPIRATION

DRIVING EXPERIENCE

CLASS OF EQUIPMENT	TYPE OF EQUIPMENT (VAN, TANK, FLATBED, ETC.)	DATES OF OPERATION		TOTAL MILES OF OPERATION
		FROM	TO	

ACCIDENT RECORD FOR PAST FIVE(5) YEARS

(ATTACH AN ADDITIONAL SHEET IF NEEDED)	DATE	NATURE (HEAD ON, ETC.)	NO. OF FATALITIES	NO. OF INJURIES
LAST ACCIDENT				
NEXT PREVIOUS				
NEXT PREVIOUS				

TRAFFIC CONVICTIONS FOR THE PAST FIVE (5) YEARS (OTHER THAN PARKING VIOLATIONS)

LOCATION (CITY & STATE)	DATE	CHARGE	PENALTY

YES NO

A. Have you **ever** been denied a license, permit or privilege to operate a motor vehicle?

☐ ☐

B. Has any license, permit or privilege to operate a motor vehicle been suspended or revoked?

☐ ☐

When and Why:

IF THE ANSWER TO EITHER "A" OR "B" IS YES, ATTACH A STATEMENT OF EXPLANATION.

VOLUNTARY DATA RECORD SURVEY

Dear Applicant:

Applicants for positions with the City of Leon Valley are treated equally, without regard to race, color, religion, sex, national origin, age, marital or veteran status, medical condition or disability, or any other legally protected status. At the same time, as an employer with an affirmative action program, the City of Leon Valley complies with government regulations, including affirmative action responsibilities and reports where they apply.

Government agencies periodically require reports on the status of protected employees. The purpose of this Voluntary Data Record is to comply with government record keeping, reporting, and other legal requirements. This data is for statistical analysis with respect to the success of the City of Leon Valley's affirmative action program only.

Completing this Voluntary Data Record Survey is optional. All data records are kept in a confidential file and are not a part of your Application for Employment or Personnel File.

NOTE: THE DECISION TO SUBMIT THIS INFORMATION IS VOLUNTARY.

=====

Date: _____

1. Job Title of Position Applied For: _____

2. Check One:
Male _____ Female _____ Age: _____
Vietnam Era Veteran: _____ Disabled Veteran: _____ Disabled: _____

3. Check one of the following (ethnic/racial background):
White _____ Hispanic _____ Native American: _____
Black: _____ Asian/Pacific Islander: _____ Other: _____